



Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

## 2019-2020 Verification Worksheet- Dependent Student

Your FAFSA was randomly selected by the Department of Education for a process called “verification”. Federal regulations require that Huntington University collect additional information to verify the information you reported on your 2019/2020 FAFSA. It may be necessary for you to provide additional information to complete verification upon request.

We are unable to provide information on federal, state, or need-based institutional aid eligibility until you submit the required information and complete the verification process. We will not be able to provide a finalized financial aid award until this information is complete.

Please carefully complete each section below and return this form in its entirety to Huntington University. Please write your name and ID number at the top of each page prior to returning to our office. Please also write your name and ID number on any additional documents requested through this form or the Office of Financial Aid.

### **SECTION I: HOUSEHOLD INFORMATION**

1. List on the chart below the name/age/relationship of the people in your parent(s) household. Include:
  - a. You and your parent(s) [including step or adoptive parent], even if you do not live with them.
  - b. Your parent(s) other children, even if they don't live with your parent(s), if: 1) your parent(s) will provide more than half of their support from July 1, 2019 through June 30, 2020; or 2) the children would be required to provide parental information when applying for Federal Student Aid.
  - c. Other people if they now live with your parent(s) and your parent(s) provide more than half of their support and will continue to provide more than half of their support from July 1, 2019 through June 30, 2020.
2. Next, in the last column of the chart below, enter the name of the college for those who will be attending college (except for parent(s)) at least half-time between July 1, 2019 and June 30, 2020, and who will be enrolled in a degree, diploma, or certificate program. If an individual is still deciding on which college he/she will attend in the fall, please list the colleges between which he/she is deciding.

	FULL NAME	AGE	RELATIONSHIP	COLLEGE(S)
1	<i>Enter Student Name Here</i>		<b>Self</b>	<b>Huntington University</b>
2				
3				
4				
5				
6				
7				
8				

**SECTION II: PARENT INCOME/TAX DATA**

**Did your parent(s) file taxes in 2017?** If yes, proceed to section A. If they did not file 2017 taxes, skip section A and proceed to Section B.

**Section A: My parent(s) DID file taxes in 2017.**

We must receive 2017 tax information. Your parent(s) may choose to use either of the below two options to provide our office with 2017 tax information. Please choose which option you have chosen/will choose to use:

- ☐ **Option # 1:** My parent(s) have/will transfer their 2017 tax information directly from the IRS into my 2019-2020 FAFSA using the IRS Data Retrieval tool on the FAFSA on the Web. Directions for transferring the tax information using this tool are available online at [www.huntington.edu/financial-aid](http://www.huntington.edu/financial-aid). Click on "Verification Process" then on "IRS Data Retrieval Tool Instructions" for further instructions.
- ☐ **Option # 2:** My parent(s) have/will submit a **signed** copy of their 2017 **federal** tax return.

**Section B: My parent(s) DID NOT file taxes in 2017.** If your parent(s) did file 2017 taxes, skip this section and complete Section A instead.

Please confirm that your parent(s) did not file and are not required to file a 2017 tax return by checking the box below.

- ☐ I certify that my parent(s) has not filed and is not required to file a 2017 Federal Income Tax return.

Since your parent(s) did not file a 2017 tax return, we will need to collect some additional information regarding their 2017 earned income. Please have your parent(s) enter the total amount of earned income they received from all sources during the 2017 tax year.

NAME OF EMPLOYER/SOURCE OF INCOME	PARENT(S) AMOUNT EARNED A \$0 value is assumed for all fields left blank.	Did you receive a W-2 from this employer?
	\$	
	\$	

**Note:** If this section is left blank you are verifying that your parent(s) had no income from work for the 2017 calendar year.

Additionally, your **parent(s) must provide** us with copies of the following two documents:

- ☐ We must receive a copy of all W-2 your parent(s) received from 2017 employment.
- ☐ We must receive an IRS Verification of Non-Filing Letter, which your parent(s) may order from the IRS. For instructions on how to order this letter, visit [www.huntington.edu/financial-aid](http://www.huntington.edu/financial-aid). Click on "Verification Process" then on "Tax Return Transcript Instructions".

**SECTION III: STUDENT INCOME/TAX DATA**

**Did you, the student, file taxes in 2017?** If yes, proceed to section A. If you did not file 2017 taxes, skip section A and proceed to Section B.

**Section A: I DID file taxes in 2017.**

We must receive 2017 tax information. You may choose to use either of the below two options to provide our office with 2017 tax information. Please choose which option you have chosen/will choose to use:

- ☐ **Option # 1:** I have/will transfer my 2017 tax information directly from the IRS into my 2019-2020 FAFSA using the IRS Data Retrieval tool on the FAFSA on the Web. Directions for transferring the tax information using this tool are available online at [www.huntington.edu/financial-aid](http://www.huntington.edu/financial-aid). Click on "Verification Process" then on "IRS Data Retrieval Tool Instructions" for further instructions.
- ☐ **Option # 2:** I have/will submit a **signed** copy of my 2017 **federal** tax return.

**Section B: I DID NOT file taxes in 2017.** If you did file 2017 taxes, skip this section and complete Section A instead.

Please confirm that you did not file and are not required to file a 2017 tax return by checking the box below.

- ☐ I certify that I have not filed and am not required to file a 2017 Federal Income Tax return.

Since you did not file a 2017 tax return, we will need to collect some additional information regarding your 2017 earned income. Please enter the total amount of earned income you received from all sources during the 2017 tax year.

NAME OF EMPLOYER/SOURCE OF INCOME	STUDENT AMOUNT EARNED A \$0 value is assumed for all fields left blank.	Did you receive a W-2 from this employer?
	\$	
	\$	

**Note:** If this section is left blank you are verifying that you had no income from work for the 2017 calendar year.

- ☐ Additionally, you must provide us with copies of all W-2's you received from 2017 employment.

#### **SECTION IV: SIGN, DATE AND SUBMIT**

By signing this worksheet, I certify that all the information reported on this worksheet is complete and correct. Note: **Signatures must be 'wet'. Typed or electronic signatures are not accepted for verification by the Department of Education.**

***WARNING:*** If you purposely give false or misleading information on this worksheet, you may be fined, be sentenced to jail, or both.

Mail, fax, scan and email, or deliver the completed worksheet and any other requested documents to the Office of Financial Aid using the contact information listed below.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please return this entire form and requested documentation using one of the methods below:

**EMAIL**

[finaid@huntington.edu](mailto:finaid@huntington.edu)

**FAX**

**260-359-4086**

**MAIL**

Huntington University  
Office of Financial Aid  
2303 College Avenue  
Huntington, IN 46750